

**WOOD CREEK HOMEOWNERS ASSOCIATION**  
**Minutes for Board Thursday, March 15, 2018**  
**Crofton Conference Room, 4pm**

**Call to Order:** By President Tom Glisson

**Attendance: Directors** –(x) Tom Glisson, (x) Ginny Quinn, ( x) Kate Spencer, ( x ) Will Ruby, ( absent) Susan Salzman

**Property Manager** - Connie Simmons

**Guests** – Tom Shay

**Call to Order and welcome** - Tom Glisson

**Open Forum** - *Question on why postcards were mailed for grilling and shrubs*

Answer - we received a better insurance rate by showing we alerted homeowners to hazards of grilling too close to structures.

The card on pruning - this service is performed every spring and each year some homeowners express regret that the tree at their unit was overlooked. This causes an added expense for a return trip. This year we decided to alert all homeowners. Our arborist still decides if, in fact, pruning is appropriate. Another cost savings.

A suggestion was made on where snow might better be plowed to - Crofton to follow up

**Variance Committee:** Will Ruby - requests for tree /shrub work at 96 CR, 133 WC, 59 CR, 197 WC, and 129 WC. Board has instructed Crofton on resolution of each. Letters to go out to homeowner.

**Secretary's Report** - Motion to approve February minutes was voted on and passed.

**Property Manager's Report** - Connie Simmons presented draft 2018 / 2019 Budget. Crofton will insure landscape specifications are included in the contract renewals for Romig.

**Treasurer's Report, Kate Spencer:** YTD Status of FY2017/18 budget and LR Plan - status update on 2018/2019 budget - as of February 28, 2018, we currently are showing a positive variance to budget of \$3,500. Any positive variance at June 30, 2018 will be added to our reserve.

**Nominating Committee** - Ginny Quinn - Review Timeline and submit proposed slate. Establish vote counting Team. Slate was approved and will be sent to the community

**Operations Report** - Will Ruby / Tom Glisson

- Listening Session Schedule - April 24. Topics: Insurance and Rental Amendment
- Fire and Property Insurance Renewal - new vendor approved
- Spring tree replacement - 2 trees scheduled and wood chips to be removed by May 15.
- Spring tree pruning - Genesee Tree to conduct work mid-May
- Roof Schedule - meeting date for planning to be set at March 29 Budget Meeting.

**Key Initiatives 2017 / 2018.**

Amendment for Rentals - Tom Glisson - Amendment to be presented and discussed at April Listening Session, April 24.

#### Ad Hoc Committee Close Outs:

- Shrub Maintenance - Board approved a path forward. Details will be communicated in letter to community by April 10. Vote was unanimous in favor.
- 490 Retaining Wall - engineer engaged for study/recommendations - Christine will bring results to April meeting.
- Berm Maintenance - Presentation of proposals - Will Ruby, Board has requested formal quote for planting of trees and shrubs that will restrict underbrush growth and not require annual maintenance costs
- Pond Committee - Presentation of Proposals - Kate Spencer - Committee presented a well thought out 5-year plan for steps to remediate the drainage area and schedule an annual maintenance program to improve the appearance of the area as well as maintaining the functionality of the system. Summary of the actions will be communicated to community by April 10.

#### **Executive Session**

#### **Adjournment**